



Microsoft Quick Reference Guide

2.2 Gold AUTODIN Tips for DMS

This *Quick Reference Guide* (QRG) is intended to assist users of the Defense Message System (DMS) who need to communicate with users of the legacy Automated Digital Network (AUTODIN) message system.

Items covered in this QRG include:

- Finding AUTODIN addresses in the DMS Global Directory
- Adding office codes to an AUTODIN address
- Classifying an AUTODIN message

- Attaching documents to an AUTODIN message

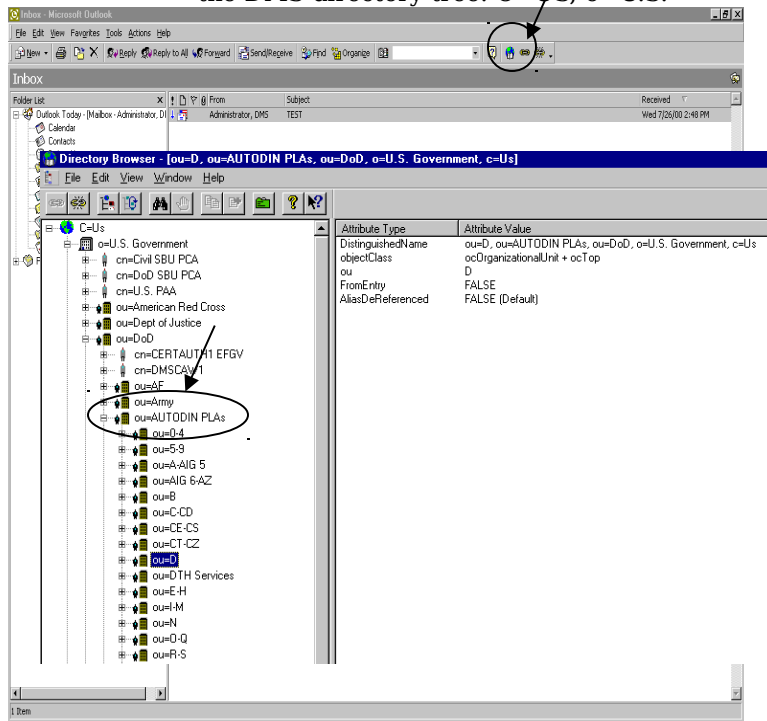
Finding an AUTODIN Entry

1

To assist in the transition from the legacy AUTODIN message system to DMS, AUTODIN entries have been stored in the DMS Global Directory.

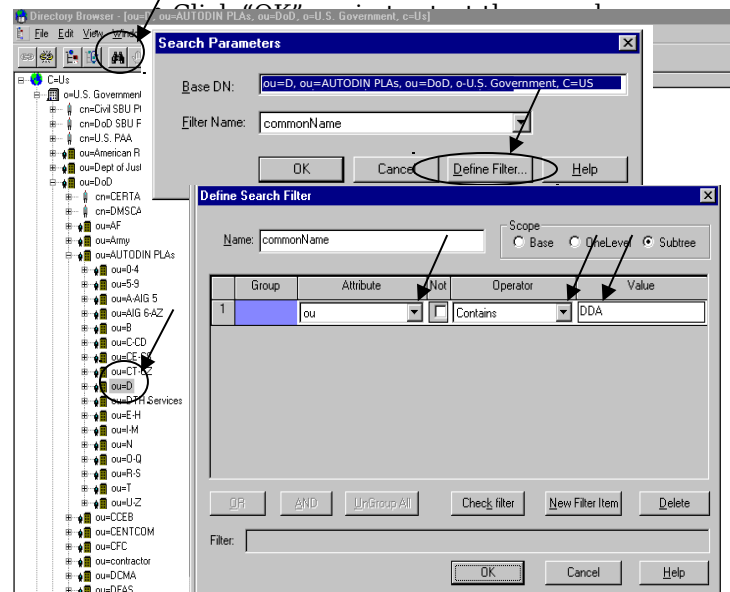
AUTODIN entries are stored alphabetically in the "AUTODIN PLAs" branch of the directory tree. To find an AUTODIN entry, perform the following steps:

- Connect to MS Outlook
- Access the DMS Global Directory by clicking the globe icon.
- Double click on the following branches of the DMS directory tree: C=US, o=U.S.



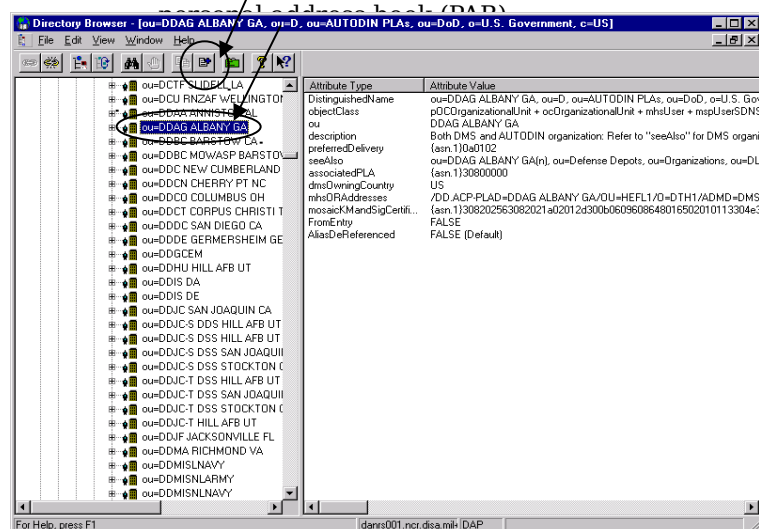
2

- Highlight the alphabetical listing where you expect to find your AUTODIN entry (pictured: ou=D).
- Refine your search by clicking the binoculars icon.
- Click the "Define Filter" button. Enter the Search Filter information (pictured: "ou Contains DDA").
- Click the "OK" button to return to the "Search Parameters" window.



3

- The Search Results window will appear. All directory entries that meet your search criteria will appear on the left side of the window.
- Highlight the AUTODIN directory entry that meets your needs and save it in your personal address book (DAP).





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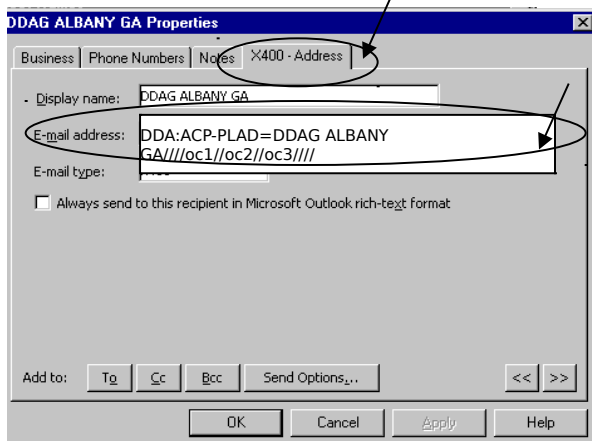
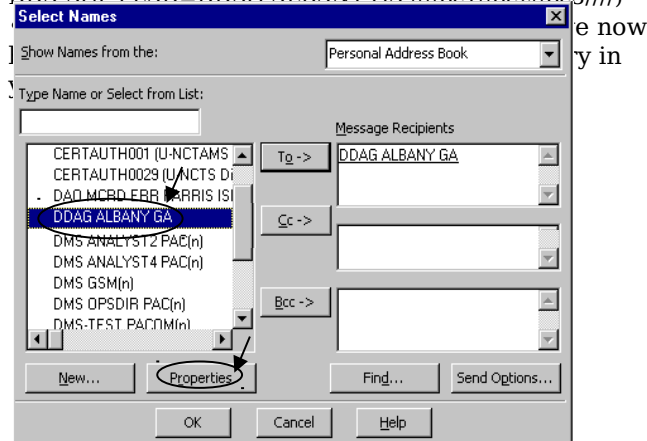
Adding Office Codes to an AUTODIN Entry

Office Codes are not stored in the DMS Global Directory. To include an Office Code, you must modify the AUTODIN entry stored in your PAB. Get in touch with your point of contact to obtain requisite Office Codes.

- To add Office Codes to an AUTODIN entry, open your PAB, find the AUTODIN entry you want to edit, highlight the entry and click the "Properties" button. This will open the Address Properties window.

- Click the "X.400-Address" tab at the top of the window to display the e-mail address. Move the cursor along the e-mail address using the arrow keys until you see the term "DDA:ACP-PLAD=<PLANAME>" (DDA:ACP-PLAD=DDAG ALBANY GA is pictured).

- To enter office codes, type four slashes (////) immediately after the PLANAME, followed by the first office code, then type two slashes (//) followed by the next office code. To add additional office codes type two slashes (//) and the next code. When you are finished, type four slashes (////). (Pictured: DDA:ACP-PLAD=DDAG ALBANY GA ////oc1//oc2//oc3////)



Classifying AUTODIN Messages

Message Classification is a security requirement for *all* organizational messages. DMS 2.1/2.2 supports four message classifications: *Top Secret*, *Secret*, *Confidential*, and *Unclassified (Unclass)*.

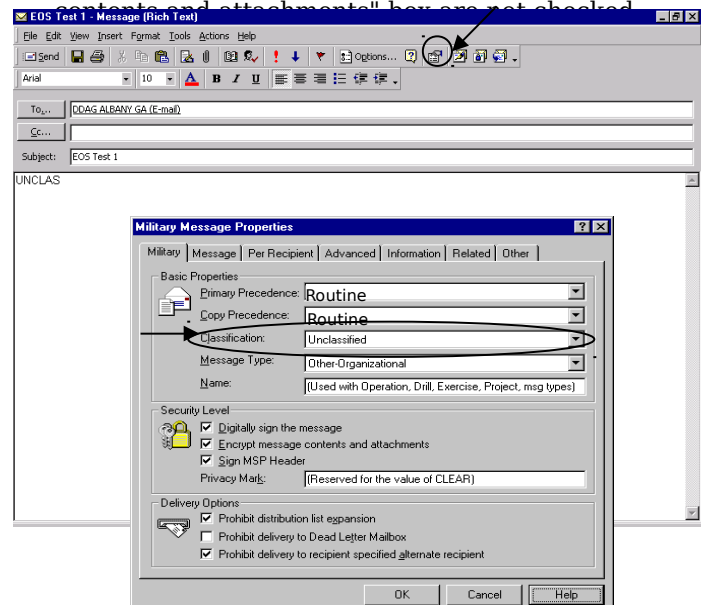
When you select a message classification, the message system will check your certificate and the certificates of all recipients to determine if they are authorized to receive this message. If any recipient is not authorized, you will be notified and the message will not be sent. Certificates are also provided for the Multi-function Interpreter (MFI) that forwards DMS messages to AUTODIN users. The MFI

- To classify a message for AUTODIN recipients, **you must type the message classification in upper case letters on the first line of the email text window.**

If the message is *Unclassified*, type UNCLAS. If the message is *Confidential*, type C O N F I D E N T I A L. If the message is *Secret*, type S E C R E T. If the message is *Top Secret*, type T O P S E C R E T.

The words "Confidential", "Secret", and "Top Secret" must have spaces between the letters. All spelling must be exactly as shown above.

- Click the Message Properties button to display the Military Message Properties window, and click the "Military" tab at the top of the window. Select the Message Classification by clicking the arrow to the right of the "Classification:" line. (Note: Messages that are not signed and encrypted are considered unclassified by default. If the "Digitally sign the message" box and the "Encrypt message contents and attachments" box are not checked,





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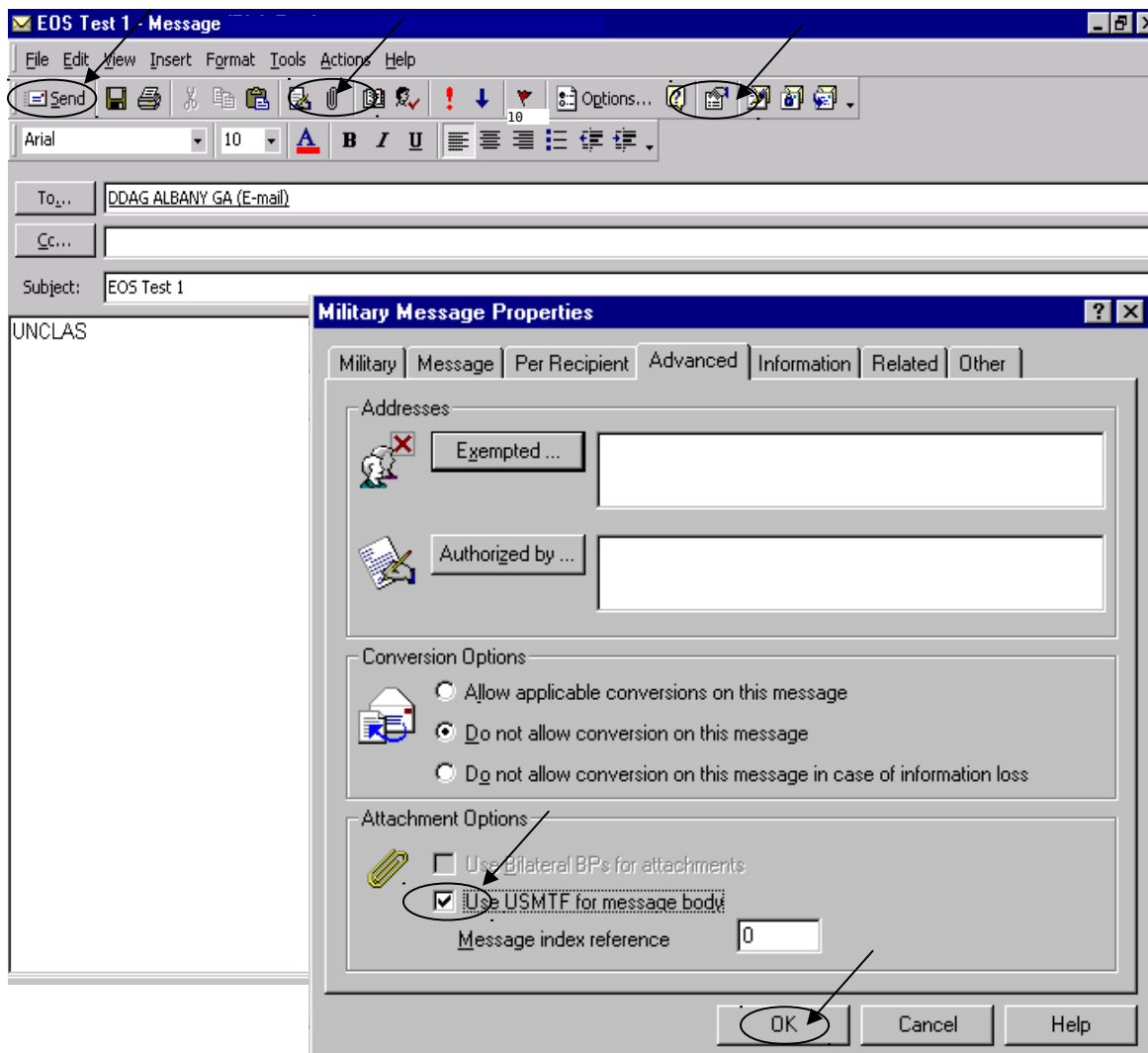
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Attaching Document to AUTODIN Messages

AUTODIN is a text-based messaging system. Accordingly, AUTODIN is unable to handle the variety of messages that DMS is capable of handling. Attachments such as Word documents, Excel spreadsheets, PowerPoint presentations, and Web pages cannot be sent to AUTODIN users. Attachment types must be an ASCII file.

Attachments to AUTODIN messages must be in plain text. In addition, the attachment option "Use USMTF for message body" must be selected. To attach plain text documents to an AUTODIN message, perform the following steps:

- Create a new Outlook message.
- Click the Message Properties button to display the Military Message Properties window.
- Click the "Advanced" tab.
- Check the box labeled "Use USMTF for message body".
- Click "OK" to return to your message.
- Click the paperclip button to select an attachment.
- Search through your files until you find the plain text attachment you need. Double-click the file name to select the file.
- Click "OK" to return to the message.
- Complete your message and click the "Send" button.





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Tips

☑ DMS messages sent to AUTODIN users are routed through a device called the Multi-Function Interpreter (MFI). The MFI contains rules that prevent defective messages from going to AUTODIN and removes attachments that AUTODIN cannot accommodate.

☑ The MFI limits a line of AUTODIN text to 69 characters. If you send a message that contains more than 69 characters on a line, the MFI will roll the extra characters onto the next line of text. No text will be lost, but the message may appear different than its original appearance.

☑ The MFI performs AUTODIN paging and sectioning when converting a DMS messages. Messages of more than 40,000 characters (including attachments) are delivered as multiple messages (sections). Messages of more than 2 million characters are rejected by the MFI.

☑ You can send a single DMS message to both DMS and AUTODIN users. There is no need to send the same message twice.

☑ ALL Attachments will be stripped off by the MFI unless: 1) The USMTF/ADatP3 EoS indicator has been checked, AND 2) the attachment is a plain text attachment. The fact the attachment is in a USMTF format is not a determining factor to the MFI.

☑ If you are a SIPRNET-only user sending an unclassified message to AUTODIN users and DMS users on the NIPRNET, you **must** send two messages. One message is sent to the AUTODIN users using the classified identity and a second message is sent to the NIPRNET users using the

USMTF Editors

U.S. message text format (USMTF) editors that are add-on to the DMS Clients place the USMTF formatted message into body parts and as such the user would not check the USMTF EoS indicator. When the add-on is selected, the editor prompts the user for message type, then brings up a template for filling in the blanks. After the user has provided all the unique information, the USMTF editor creates a DMS organizational message with the text formatted according to the appropriate standard. USMTF is a policy requirement for certain types of messages, it is NOT procedurally required to initiate DMS organizational messages (refer to Service guidance).

Non-Delivery Notices

Due to the use of a shared DMS and AUTODIN message system, DMS users may find that messages that are successfully sent to other DMS users do not reach AUTODIN recipients. In such cases, a non-delivery notice (NDN) will be returned to the sender. The NDN will usually contain a reason for the problem. Listed below are some common AUTODIN-related NDN messages:

☑ When AUTODIN users move to DMS, PAB entries are not automatically updated to reflect that the user is no longer served by AUTODIN. This will result in an NDN being returned to the originator. DMS users are responsible for updating their PAB entries when this problem is encountered.

☑ If you send attachments to AUTODIN users that are not in plain text or if the check box "Use USMTF for message body" was not checked (see page 3), the attachments will be stripped from the message. The message body text, however, will be forwarded to the AUTODIN recipient. Both the DMS sender and the AUTODIN recipient will receive notification that the message attachments were not delivered. There is no AUTODIN service generated in this case; the AUTODIN message will indicate that the non-ASCII attachments could not be forwarded.

☑ If you receive a message that states "This recipient could not be processed because it would violate the security policy in force" and/or "Invalid msg classification char," it means that you either omitted the message classification from the first line of the message, or you did not type the message classification correctly. Message classifications must be in upper case and must be spelled exactly as shown on page 2 of this *Quick Reference Guide*.

☑ If you receive a message that states "Unable to deliver message due to a communications failure" and/or "X400 Body part not supported or missing," you may have inadvertently sent the message in Rich Text Format. Verify that the "Always send to this recipient in rich text format box" is NOT

Addressing Collectives

When a Collective with both DMS and AUTODIN members is addressed in a DMS message, then both the DMS Mail List and its corresponding AUTODIN collective PLA must be included in that message.